



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-12		
Business Title: Fire Controls Technician		State Classification: Electronics Technician I
Salary Group: A15	Salary: \$3,750.00 (Month) \$45,000.00 (Year)	Hours/Week: 7:30 am – 4:30 pm, M-F
Location: 1711 San Jacinto Blvd., Austin, Texas 78711		
Posting Date: 11/02/2021	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Chief Operations		Program: Facility Maintenance

To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

- ◆ Must be able to take call on a rotating basis nights and weekends.
- ◆ Must be able to work flexible hours during a legislative session and as needed.

## **JOB SUMMARY:**

Works under the direction of the Manager of Access Controls to perform moderately complex (journey-level) electronic technical support work.

## **ESSENTIAL FUNCTIONS:**

- ◆ Responsibilities to include, but not limited to installing, diagnosing, maintaining, and repairing access control systems, badge readers, electronic strikes, mechanical locking hardware, automatic door operators, gate operators, slider doors, call boxes, intrusion systems, surveillance equipment, and video management systems.
- ◆ Supports the ICARE values of the organization: integrity, compassion, accountability, respect, and excellence.
- ◆ Provides excellent customer service to our customers and our team members.
- ◆ Must be open to sharing information and developing great working relationships with team members.
- ◆ Must Actively utilize work order system to input labor and track resolution for all tasks by updating work orders with comments.
- ◆ Provides professional communication and timely responses to building property managers concerns.
- ◆ Communicates thoroughly with property managers and other service lines about all installations, shutdowns, and repairs that will affect tenants or building operations.
- ◆ Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- ◆ Graduation from a standard senior high school or completion of GED.
- ◆ At least six months of Experience in installing, diagnosing, repairing, and maintaining electronic equipment. OR Graduation from a two-year college with major coursework in electronic technology or graduation from an accredited vocational or technical school of electronics. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Knowledge of electronics and electronic test equipment and tools, procedures for troubleshooting and maintaining electronic instruments, and electronic safety precautions and procedures.
- ◆ Skill in the use of test equipment and tools to make repairs, to include the use of digital multi-meters.
- ◆ Ability to understand and follow instructions.
- ◆ Ability to communicate effectively, both orally, and in writing.



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- ◆ Ability to operate a motor vehicle.

## **Registration, Certification or Licensure:**

- ◆ Valid State of Texas Class “C” driver’s license required.
- ◆ Valid Apprentice Electrician License required.

## **Physical Requirements and/or Working Conditions:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. and, occasionally, 100 lbs. of products and materials with assistance of equipment or others. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

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Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15Y AH-64D Armament/Electrical/Avionics Systems Repairer, 948B Electronic Systems Maintenance Warrant Officer (Warrant), AT Aviation Electronics Technician, 718X CWO-Electronics Technician, Surface (Warrant), ET Electronics Technician, C4I10 Command, Control, Communications, Computers and Information Technology (C4IT), 1142 Engineer Equipment Electrical Systems Technician, 5902 Electronics Maintenance Officer Aviation Command and Control (C2), 1A3X1 Airborne Mission Systems Specialist, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Maintenance.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver’s record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL “Drivers” must consent to TFC’s Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



# **Texas Facilities Commission Employment Opportunities**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number: 14901699**

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